DOCUMENT RESUME

ED 167 167 IR 006 944

TITLE COSMOS (County of San Mateo Online System). A Searcher's Manual.
INSTITUTION San Mateo County Superintendent of Schools, Redwood City, Calif. Educational Resources Center.
PUB DATE Jul 78
NOTE 52p.; Not available in hard copy due to marginal legibility; Best copy available

EDRS PRICE MF-$0.83 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS *Data Bases; *On Line Systems; *Search Strategies
IDENTIFIERS *COSMOS; ERIC; SMERC

ABSTRACT

Operating procedures are explained for COSMOS (County of San Mateo Online System), a computerized information retrieval system designed for the San Mateo Educational Resources Center (SMERC), which provides interactive access to both ERIC and a local file of fugitive documents. COSMOS hardware and modem compatibility requirements are reviewed, subscription rates are given, and procedures for computer searching in this system are detailed, including all necessary commands and system capabilities. (RAO)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED167167

IR

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

COSMOS

(County of San Mateo Online System)

A Searcher's Manual

BEST COPY AVAILABLE

San Mateo County Office of Education
J. Russell Kent, Superintendent

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Kathy Clay

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

San Mateo County Educational Resources Center
333 Main Street
Redwood City, CA 94063
Phone: (415) 364-5600 Ext. 4403
Frank Mattas, Administrative Director

July, 1978

Katherine Clay

IR006944

TABLE OF CONTENTS

What is COSMOS? 1
  The COSMOS Operating Manual 1
  COSMOS Costs. 1
  Hardware Compatibility. 2
  Modem Compatibility 2

What is ERIC? 3

FIDO and Other Non-ERIC Files 4

Terminal Adjustments. 5

LOGON Procedure 5

COSMOS Commands
  Begin 6
  Expand. 7
  Relate. 9
  Switches. 10
  Select. 13
  Limit 14
  Combine 15
  Help. 17
  Display 19
  Chaining. 21
  Used (or Display Set History) 22
  Print 23
  Type. 25
  File. 26
  Page. 28
  Message 29
  Quit. 30

Full-Text Searching 31

Control Keys. 35

A Thumbail Sketch of COSMOS Commands. . . 36

Troubleshooting
  COSMOS Acts Up. 37
  Hints 37
  Control T 38
  System Status 38
  Attaching to a Detached Job 40
  Double Letters. 40
  Real Trouble--SMERC Contacts. 44

Appendices
  A. Stop Words. 45
  B. Print Formats 46
  C. Full-Textable Fields. 47
  D. Publication Types 48

Index 49

WHAT IS COSMOS?

COSMOS has nothing to do with metaphysics; it is just another acronym, standing for County of San Mateo Online System. It is a computerized information retrieval system designed for SMERC by Digital Equipment Corporation, with the capability of providing SMERC with online, interactive computer access to ERIC (Educational Resources Information Center) and our own internal fugitive documents.

The COSMOS Operating Manual

This manual has undergone four revisions. The first edition was lengthy, chatty, poorly organized, and difficult to use, although laudable as a first attempt. The second edition (unpublished) attempted to clarify, reorganize, condense, and improve in general. HOWEVER, it was decided that what was really needed was a whole new approach rather than a patchwork revision. We still didn't know the best format for some items--whether COSMOS commands (for example) should be alphabetically or logically sequenced (logically won)--but the third edition was born. That edition was used during a March, 1978 COSMOS training session. Following the training session, both the SMERC staff and the training participants made suggestions for improvement, and VOILA: the fourth edition was born.

This manual does not discuss the Thesaurus of ERIC Descriptors; it does not discuss computer searching strategy; it will not make an expert computer searcher of you; it will explain COSMOS search commands and COSMOS capabilities. (If we have erred, we have erred on the side of brevity rather than complexity.) We hope you find it helpful.

COSMOS COSTS

(for subscribing agencies for Fiscal 1979)

$15 per month hookup charges
$20/hour for the first 10 hours of connect time
$15/hour for the second 10 hours of connect time
$10/hour for connect time beyond the first 20 hours
$.04/page for printouts (more than one ID, CM, and EJ citation can fit on one page)

COSMOS HARDWARE COMPATIBILITY

If you are NOT a computer equipment/hardware/technology buff, you may skip this section. If you want to know about baud rates, terminal and printer and modem compatibilities and such, please take note.

A computer terminal which uses the COSMOS system, whether it be attached directly to a communications port or uses dial-in telephone lines, communicates with a Digital Equipment Corporation DECSYSTEM 1090 computer system. It is located at the San Mateo County Office of Education in Redwood City, California. If you have a computer terminal which is compatible with the following, it will also be compatible with COSMOS (check your own computer terminal manual for available features):

A. TTY (ASR-33) Compatible
   1. Full Duplex
   2. Asynchronous
   3. ASCII Code
   4. EIA RS-232C

B. Line Protocol
   1. 110 - 9600 Baud, Asynchronous
   2. EIA Interface Standard

C. SMERC uses the ADDS 980 and the Texas Instruments Model 745 Portable Data Terminal to access COSMOS, but there are many other compatible terminals available. Offline printers can also be connected to the terminal, but are not necessary. SMERC uses the Digital DECPRINTER, LA180.

D. Most dial-in terminals operate at 300 baud, or 30 characters per second (CPS); a few field users have modems which allow them to dial in to our 1200 baud line; dedicated line terminals (those at SMERC hard-wired to COSMOS) operate at 1200 baud, or 120 CPS.

E. Computer terminals in use, and known to be compatible with COSMOS;

   1. Texas Instruments Silent 745 Portable Data Terminal
   2. Teleray 4041
   3. ADDS Regent 200; ADDS 980; ADDS 580
   4. Servo
   5. Execuport 3000
   6. DECWRITER II
   7. XEROX 800

MODEM COMPATIBILITY

Data communications networks are frequently implemented in stages, with multiple procurements of equipment. The nature of data communications involves distance, both geographical and corporate, which not infrequently leads to division of responsibility or to different restrictions on the communication facilities. The point is that mixing modems of different suppliers on the same communications network is a problem.

(continued)

MODEM COMPATIBILITY (continued)

The Bell System pretty much sets the standards for communications. The Bell System modems are well known and widely used. It would seem that two modems, both of which are compatible with a particular Bell System modem, are likely to be compatible with one another. In fact, modem manufacturers tend to be very reluctant to guarantee compatibility with any modems other than their own and perhaps those of the Bell System. This point requires careful discussion with the manufacturers. GET THEIR ASSURANCE IN WRITING.

Here at the San Mateo County Office of Education we have the Vadic 3400 Series and General Comm Modems. Before any modem is purchased for use on the SMCOE Data Communications Network, it is imperative that you contact Office of Information Systems SMCOE and discuss your data communication needs.

Mack Green
(415) 364-5600 X 2552

WHAT IS ERIC?

ERIC is the acronym for the Educational Resources Information Center which operates under the aegis of the National Institute of Education. Since its inception in the late 1960's it has undertaken the collection and classification of nearly 400,000 education-related documents and journal articles so that teachers, school administrators, students, and anyone involved in education would have a single, exhaustive and national resource for knowledge about their field.

To provide organization, uniformity, and clarity to what could have been a chaos of educational literature, ERIC personnel both at home base in Washington, D.C., and in 16 federally-funded clearinghouses scattered across the United States, examined each of these documents and articles, abstracted them, and "described" them with terms from a standardized Thesaurus of ERIC Descriptors. Once these terms, called Descriptors, are assigned to a document, they remain with it permanently. These documents are cited in catalogs, Resources in Education (RIE) and Current Index to Journals in Education (CIJE), and are also placed on magnetic tape for computer retrieval.

Almost all ERIC documents (not including journal citations) are made available in microfiche format for ease of storage, dissemination, and permanence. Since you are, or will be, a COSMOS user, you should know that all of these ERIC microfiche, as well as the journal articles, are available to you--along with COSMOS itself--through SMERC (San Mateo Educational Resources Center) in Redwood City, California.

FIDO & OTHER FUGITIVE FILES

FIDO (Fugitive Information Data Organizer) is a SMERC inhouse collection of non-ERIC materials of local as well as national interest. Each document is accessioned by identification letters and numbers, is assigned ERIC Descriptors and Identifiers, is abstracted, filmed, and mounted on microfiche. These non-ERIC citations are being computerized via COSMOS, and they will appear in your computer printouts. They are coded in the following manner:

Curriculum Guide Materials ..... = CM 00 ___ ___
(A California collection designed to provide a state-wide awareness of curriculum guides produced by the various school districts in the State of California)

FIDO Documents ..... = ID 00 ___ ___
(A collection of documents which have been determined to be of interest to educators, but which are not found in any other known collection, like ERIC)

Massachusetts Curriculum Guides ..... = ID 50 ___ ___
(A Massachusetts collection designed to provide an awareness of curriculum guides produced by school districts in Massachusetts--much like the California Curriculum Guides collection)

Career Education Materials ..... = ID 60 ___ ___
(Career education/career awareness materials collected by the California State Department of Education. The collection contains instruction, guidance, and management materials for career education.)

Project Leadership Materials ..... = ID 70 ___ ___
(Administrator-oriented materials. Since 1972, these have been merged with the FIDO collection.)

Learning Center Materials ..... = ID 80 ___ ___
(Materials designed by the teacher to provide for the different learning patterns of students, to explore an activity related to some new concept or reinforce a class-related skill. Primarily K-8. Since 1972, these have been merged with the FIDO collection.)

UNIPACS ..... = ID 90 ___ ___
(Individualized program packages which include a single concept, instructional objectives, pre- and post-tests and diversified learning strategies. Since 1972, these have been merged with the FIDO collection.)

TERMINAL ADJUSTMENTS

IF YOU ARE AT SMERC, at a terminal hardwired to COSMOS:

ADDS 980

Turn on power--depress RED button
Msg button--off (UP)
Page button--off (UP)
Conv button--on (DEPRESSED)

ADDS 580

Turn on power--black round button
Roll button--on (DEPRESSED)
Full Dup button--on (DEPRESSED)
Auto LF & CARR button--off (UP)

If you are dialing in from a remote site (Alaska, Montana, etc.), instructions are based on a Texas Instruments Silent 745. If you have another terminal type, please check with Kathy Clay at SMERC for details.

TEXAS INSTRUMENTS SILENT 745

Half Duplex Button UP; Online Button DOWN
Access to a telephone--a data phone is best
A correct telephone number will be issued to you
You will be operating at 300 baud (30 characters per second)
A PASSWORD will be issued to you; A SITE CODE will be issued to you

LOGON PROCEDURE

After you are connected to COSMOS (see above), you will be facing a blank CRT (Cathode Ray Tube) Screen.* Then:

1. Hold down the CONTROL button, and hit the C twice. There will be a period (.).
2. Type in LOG (# to be assigned to you individually). A carriage return or NEW LINE button should be depressed following each command, and is understood from now on.
3. Type in your individually assigned PASSWORD. (You will not see your PASSWORD on the screen--it is supressed because it should be kept a secret.) Don't be fooled.
4. COSMOS will then ask what terminal type you are using. If you are using an ADDS 980, type in 980; if you are using an ADDS 580, type in 580; if you are using anything else, type in OTHER.
5. COSMOS will respond: **WELCOME TO COSMOS** and your screen will look something like this:

```
.LOG 17/11
JOB 21 SMCOE  603(4V) 03/14/78    TTY60
PASSWORD:
[LGNJSP OTHER JOBS SAME PPN:16]
0841     03-JUL-78        MON
VALID TERMINALS FOR COSMOS ARE:
        980      IS AN ADDS 980 TERMINAL
        580      IS AN ADDS 580 TERMINAL
        OTHER    IS ANY OTHER TERMINAL TYPE
ENTER TERMINAL TYPE PLEASE:OTHER
     ** WELCOME TO COSMOS **
.
```

YOU ARE NOW READY TO BEGIN.

*All explanations and directions in this manual are based on CRT capabilities. (For example, when I say a "blank screen" I am referring to the CRT. Those using teletype-type terminals (like the Texas Instruments) will see a blank sheet of paper rather than a blank screen--got it?).

BEGIN	!	) You may use any of	BEGIN
	B	) these options in the	
	BEGIN	) BEGIN procedure	

The purpose of BEGIN is to identify yourself to the computer, and there are three options open to you:

1. B Your Name/Site Code. EXAMPLE: B Clay/SMERC

   Option 1 would be used at the start of each day. The Site Code will be assigned to you when you become a COSMOS user, and is a designation for your terminal location. If the Site Code you enter is not known to COSMOS you won't have any luck with this format of BEGIN nor will you progress any further with COSMOS until you enter a proper Site Code.

2. B Your Name. EXAMPLE: B Clay

   This specifies that a new searcher has started to work with COSMOS. In both options 1 and 2, Set History, a summary of all the Sets created thus far in a given search of COSMOS, will be preserved.

3. B Your Name/Zero. EXAMPLE: B Clay/Zero or B Clay/Z

   You use option 3 if you want COSMOS to return to Set Number one. If a user initializes Set History to zero, he cannot use any sets created by a previous user, but often it is easier to deal with set numbers 1-10 (for example) than with set numbers 89-100 (for example). You are allowed to use 999 sets, but only the foolhardy would do so, and anyway it would overload our core. SO INITIALIZE TO ZERO WHENEVER POSSIBLE.

After you have completed your BEGIN, COSMOS will respond, and your screen will look something like this:

```
.LOG 17/11
JOB 19 SMCOE  603(4V) 03/14/78   TTY60
PASSWORD:
[LGNJSP OTHER JOBS SAME PPN:16,21,22]
0852    03-JUL-78        MON
VALID TERMINALS FOR COSMOS ARE:
        980      IS AN ADDS 980 TERMINAL
        580      IS AN ADDS 580 TERMINAL
        OTHER    IS ANY OTHER TERMINAL TYPE
ENTER TERMINAL TYPE PLEASE:OTHER
     ** WELCOME TO COSMOS **
*B CLAY/SMERC
07/03/78  08:53:01  SEARCH STARTED BY CLAY
*
```

	"	) You may use any of	EXPAND
	E	) these options in the	
	EXPAND	) EXPAND procedure	

EXPAND followed by a Descriptor, Identifier, word, or Author, causes a display alphabetically close to the specified word. If you want an EXPANSION of the Descriptor Career Education, you would use a slash DE (/DE--for Descriptor) after the Descriptor as follows:

```
E CAREER EDUCATION/DE

EXPANSION OF CAREER EDUCATION/DE
 A#      RESUMES  REL  TYPE  PHRASE
 A1  .........1.........EX...CAREER AWARNESS
 A2  .......266....16...EX...CAREER CHANGE
 A3  .........1.........EX...CAREER CHOIC
 A4  ......1704....15...EX...CAREER CHOICE
 A5  ..............1...EX...CAREER DEVELOPMENT
*A6  ......5351....12...EX...CAREER EDUCATION
 A7  .......658.....9...EX...CAREER EXPLORATION
 A8  .......320.....9...EX...CAREER LADDERS
 A9  ..............1...EX...CAREER OBJECTIVES
 A10 ......1274.....9...EX...CAREER OPPORTUNITIES
 A11 ..............1...EX...CAREER ORIENTATION
 A12 ......2223....14...EX...CAREER PLANNING
 A13 .........1.........EX...CAREEREXPLORATION
 A14 .......462....11...EX...CAREERS
 A15 .........10....10...EX...CARICATURES
 A16 .........53.....5...EX...CARPENTERS

NEW SCREEN AVAILABLE
```

Sixteen lines will be displayed in any EXPANSION. The sixth line, marked by an asterisk to the left, will be the character string or word or Descriptor you requested. The column headed RESUMES indicates the number of citations found in the combined ERIC and FIDO data bases that contain the requested word; in this case Career Education contains 5351 citations, or resumes. The column headed REL indicates the number of terms that are RELATED to the PHRASE (last column). The column headed TYPE indicates the type of word or phrase. In the above example, all phrases are EXACT DESCRIPTORS (EX).

NEW SCREEN AVAILABLE simply means that you may continue from the last word at the bottom of the EXPANSION by entering the NEW command (discussed later). This command would continue the alphabetic display from the last word at the bottom of the present screen by displaying a new screenful of words.

You may also EXPAND Authors (E Holmes, Sherlock I./AU); Identifiers (E SMERC/ID); and words (E macrame). When EXPANDING a word only, no slashes are required.

EXPAND
(continued)

```
E ATTENDANCE

EXPANSION OF ATTENDANCE
 A#       RESUMES  REL  TYPE  PHRASE
 A1  .........1.........WD...ATTEMTPTING
 A2  .........1.........WD...ATTEMTS
 A3  .........1.........WD...ATTENBORDUGH
 A4  .........1.........AU...ATTENBORDUGH, P.
 A5  ......1165.........WD...ATTEND
◆A6  ......2744.........WD...ATTENDANCE
 A7  .......468....14...EX...ATTENDANCE
 A8  .........1.........ID...ATTENDANCE AREAS
 A9  .........1.........ID...ATTENDANCE IMPROVEMENT PLAN
 A10 .........1.........ID...ATTENDANCE INFLUENCES
 A11 ........15.....5...EX...ATTENDANCE OFFICERS
 A12 .......209.....7...EX...ATTENDANCE PATTERNS
 A13 ........73.....7...EX...ATTENDANCE RECORDS
 A14 ........22.....5...EX...ATTENDANCE SERVICES
 A15 .........1.........WD...ATTENDANCERELATED
 A16 .........3.........WD...ATTENDANCES

 NEW SCREEN AVAILABLE

◆
```

The above example shows an interesting phenomenon: Reading from left to right, A1 has one resume, and is a WORD which appears in ERIC. The interesting thing is that it is misspelled (presumably this is the reason it appears only once). A2 also is misspelled and appears only once. A3 has one resume and is a WORD which appears in ERIC; however, it is also (see A4) an Author appearing once as Attenborough, P. A8 appears one time as an Identifier. A11 through A14 (translation: A eleven through A fourteen) are EXACT Descriptors.

Review of EXPAND command:

E Career Education/DE
E Holmes, Sherlock I./AU
E SMERC/ID
E Macrame

RELATE ( ) You may use any of RELATE
R) these options in the
RELATE) RELATE procedure

The RELATE command displays a Descriptor, along with a breakdown of all of its Broader (BT), Narrower (NT), Related (RT), and Used For (UF) terms. This is the "Thesaurus" portion of COSMOS which operates just as the Thesaurus of ERIC Descriptors does. That is, it illustrates conceptual bonds between Descriptors. Following is an example of asking to see the terms related to the Descriptor Attendance.

```
◆R ATTENDANCE

DESCRIPTORS RELATED TO ATTENDANCE
R#    RESUMES    TYPE  REL   DESCRIPTOR
R1  ......468....    ....14...ATTENDANCE
R2  ........15....RT .....5...ATTENDANCE OFFICERS
R3  ......209....RT .....7...ATTENDANCE PATTERNS
R4  ........73....RT .....7...ATTENDANCE RECORDS
R5  ........22....RT .....5...ATTENDANCE SERVICES
R6  ......227....RT .....8...LEAVE OF ABSENCE
R7  ......111....RT .....9...SCHOOL ATTENDANCE LEGISLATION
R8  ......324....RT .....6...SCHOOL HOLDING POWER
R9  ........76....RT .....7...TRUANCY
R10 ........86....NT .....5...AVERAGE DAILY ATTENDANCE
R11 ........56....NT .....2...CLASS ATTENDANCE
R12 ......211....NT .....3...COLLEGE ATTENDANCE
R13 ........17....NT .....8...TEACHER ATTENDANCE
R14 ..............UF .....1...ABSENTEEISM
R15 ..............UF .....1...SCHOOL ATTENDANCE

◆
```

You will see that Attendance has 468 resumes and 14 Related Terms; Attendance Officers has 15 resumes, is a Related Term (RT) to Attendance, and has 5 terms which are related to itself. At the bottom of the DISPLAY are two Used For (UF) terms, which means that ERIC does not recognize Absenteeism or School Attendance as Descriptors, but suggests that the Descriptor Attendance be used instead.

In referring back to the expansion of Career Education (see page 7), you could also use the Relate command to see the terms related to Career Education by: R A6. This command would give you the 12 terms related to Career Education.

If you wish, you could execute a further RELATE breakdown by RELATING one of the Descriptors mentioned in the example above:

```
R R9

DESCRIPTORS RELATED TO TRUANCY
R#    RESUMES    TYPE  REL   DESCRIPTOR
R1  ........76....    .....7...TRUANCY
R2  ......468....RT ....14...ATTENDANCE
R3  ......209....RT .....7...ATTENDANCE PATTERNS
R4  ........22....RT .....5...ATTENDANCE SERVICES
R5  ........32....RT ....12...CONTINUATION STUDENTS
R6  ......324....RT .....6...SCHOOL HOLDING POWER
R7  ......1380....RT ....85...STUDENTS
R8  ..............UF .....1...SCHOOL TRUANCY

◆
```

A SWITCH is not a COSMOS Inquiry command which precedes a word or phrase, but is a command which requests a variation or limitation on the EXPAND or SELECT Inquiry command.

For example: SELECT Career Education/DE

Inquiry Command — Descriptor — SWITCH--only in the Descriptor field

Proper use of SWITCHES will speed up the search process considerably, so use them often, and automatically, where applicable.

1. /DE: DE=Descriptor

   a. When used with EXPAND, /DE will produce an alphabetic array of Descriptors, as on Page 7 (Career Education).

   b. When used with SELECT, /DE will produce a Set of information wherein all Descriptor Phrases containing the required word are added together. For example: S Reading/DE will produce a Set containing the Descriptor Reading, Remedial Reading Clinics, Individualized Reading, plus the 60 other Descriptor Phrases which contain Reading as a part of the phrase. This is a very powerful and all-inclusive use of the /DE SWITCH, but TAKE CARE. It is also very broad. Do you really want Reading Research as part of your set?

      On the other hand, S Home Economics/DE is a short-hand (and synonymous) way of Selecting Home Economics, Home Economics Skills, Occupational Home Economics, Home Economics Teachers, and Home Economics Education.

2. /E: E=Exact Descriptor

   This SWITCH is used only in conjunction with Descriptors and the SELECT command, and asks COSMOS to add together, for example, all documents labeled with the EXACT Descriptor Home Economics. Without /E following S Home Economics, COSMOS would full-text (discussed later) Titles, Descriptors, Identifiers, Abstracts, etc. containing the adjacent words Home Economics. It is a great TIME SAVER to use /E when you are searching for one Descriptor.

   You can easily see the disparity among the number of resumes when using the SWITCH /E, /DE, and not using the SWITCH at all.

```
SET    1          361    RESUMES      HOME ECONOMICS/E

SET    2         1348    RESUMES      HOME ECONOMICS/DE

SET    3         1905    RESUMES      HOME ECONOMICS
```

3. /ID: ID=Identifier

This SWITCH means "Identifier," and can be used with either the EXPAND or SELECT command. When used with EXPAND, /ID will produce an alphabetic array of Identifiers. (Identifiers are non-Thesaurus terms used to describe an ERIC or FIDO document. Identifiers are often names of people, places, projects, etc.) When used with SELECT, /ID will produce a Set of information wherein all documents have been labeled with the specified Identifier.

```
SET    1          1278    RESUMES      PIAGET

SET    2          1078    RESUMES      PIAGET/ID
◆
```

Set 1 above indicates a Set of information on Piaget as author, or subject, or where he is mentioned only in passing, because the ID SWITCH was not used with the SELECT command.

By using /ID with the SELECT command, Set 2 indicates Piaget as an integral part of the document--important enough to the topic to cause the document to be labeled Piaget.

4. /MAJOR, or /M MAJOR (or M)=Major Descriptor

The Set which results from this SWITCH will contain only the specified Descriptor, which has been labeled as a MAJOR concept in the document. This is one of the three or four most valuable COSMOS capabilities. It enables you to give a great deal of focus to your search. It is used in conjunction with the SELECT and LIMIT (discussed later) commands. With the SELECT command, it is used in conjunction with /ID, /E, and /DE. For example:

```
S HOME ECONOMICS/E,M

SET    1          176     RESUMES      HOME ECONOMICS/E,M
◆
```

Set 1 above indicates all documents labeled with the EXACT, MAJOR Descriptor, Home Economics.

5. /AU: AU=Author

This SWITCH means "Author," and can be used with either the EXPAND or SELECT command. When used with EXPAND, /AU will produce an alphabetic array of Authors. When used with SELECT, /AU will produce a Set of information wherein all documents have been authored by the specified person. BUT TAKE CARE! For example, S Mattas, Frank W./AU is a valid command, but it is a very bad idea; some indexers may have used Mattas, Frank; some may have used Mattas, F. W.; some may have used Mattas, F. It is best to always EXPAND authors in order to pick up these variations. See the display on the next page, which shows no resumes for Rawnsley, David, but shows two for Rawnsley, David E; one for Rawnsley, David E., Compiler, and one for Rawnsley, David/ Editor.

```
EXPANSION OF RAWNSLEY, DAVID/AU
 A#       RESUMES  REL  TYPE  PHRASE
 A1  .........1.........AU...RAWLS, RACHEL
 A2  .........1.........AU...RAWLS, RACHEL F.
 A3  .........6.........AU...RAWLS, REBECCA L.
 A4  .........1.........AU...RAWLS, WILLIE
 A5  .........2.........AU...RAWLYK, SHIRLEY
◆                                [RAWNSLEY, DAVID/AU] NO MATCH FOUND
 A6  .........2.........AU...RAWNSLEY, DAVID E.
 A7  .........1.........AU...RAWNSLEY, DAVID E., COMP.
 A8  .........1.........AU...RAWNSLEY, DAVID/EDITOR
 A9  .........1.........AU...RAWSON, FREEMAN L., III
 A10 .........2.........AU...RAWSON, HARVE E.
 A11 .........2.........AU...RAWSON, HUGH
 A12 .........2.........AU...RAWSON, JAN
 A13 .........1.........AU...RAWSON, JANICE CLAIRE
 A14 .........1.........AU...RAWSON, KATHLEEN, ED.
 A15 .........1.........AU...RAWSON, LINDA M.
 A16 .........5.........AU...RAWSON, MARGARET B.

 NEW SCREEN AVAILABLE
```

6. /F: F=FIELD

A searcher can specify what FIELD should be searched. The major searchable fields include Abstract, Title, Author, Descriptor and Identifier. A complete list of fields can be found in Appendix C, Page 47.

/F will be used in full-text searching, which will be discussed in Pages 31 through 34.

REVIEW OF SWITCHES

S Home Economics/DE
S Home Economics/E
S Piaget/ID
S Home Economics/E,M
S Piaget/ID,M
S Home Economics/DE, M
S Piaget/AU

SELECT	#	) You may use any of	SELECT
	S	) these options in the	
	SELECT	) SELECT procedure	

The SELECT command creates a group or "Set" of documents which the searcher can manipulate. Using the following EXPANSION of the Descriptor Career Education:

```
E CAREER EDUCATION/DE

EXPANSION OF CAREER EDUCATION/DE
 A#       RESUMES  REL  TYPE  PHRASE
 A1  .........1.........EX...CAREER AWARNESS
 A2  .......266....16...EX...CAREER CHANGE
 A3  .........1.........EX...CAREER CHOIC
 A4  ......1704....15...EX...CAREER CHOICE
 A5  ..............1...EX...CAREER DEVELOPMENT
*A6  ......5351....12...EX...CAREER EDUCATION
 A7  .......658.....9...EX...CAREER EXPLORATION
 A8  .......320.....9...EX...CAREER LADDERS
 A9  ..............1...EX...CAREER OBJECTIVES
 A10 ......1274.....9...EX...CAREER OPPORTUNITIES
 A11 ..............1...EX...CAREER ORIENTATION
 A12 ......2223....14...EX...CAREER PLANNING
 A13 .........1.........EX...CAREEREXPLORATION
 A14 .......462....11...EX...CAREERS
 A15 ........10....10...EX...CARICATURES
 A16 ........53.....5...EX...CARPENTERS
```

Items 1 - 4 refer to the above EXPANSION:

1. S A2,A4,A6,A12

   This will add into your set all documents labeled with Career Change, Career Choice, Career Education, and Career Planning.

   The total of these documents, as indicated in the RESUME column (if you added them by hand) will be less than the total as added by COSMOS because those documents indexed under more than one of those terms will be counted only once by COSMOS.

2. S A1-A14: A range may be selected at one time.

3. S A1,A7,A13,A3: Terms need not be selected in numerical order.

4. S A1,A8-A13,A15: Individual items and ranges may be interspersed as long as commas separate the components, and the "A" label is used in each component.

5. S Mattas, Frank W./AU: (discussed earlier)

6. S Attendance

   Without a Switch, the above command will locate every document in ERIC and FIDO which contains the word Attendance in the Title, Abstract, Descriptor and Identifier fields. (See full-text searching, Pages 31 through 34.)

   COSMOS will respond much faster (and you will be happier) if you use a Switch command where applicable.

LIMIT)) You may use any of
L) these options in the
LIMIT) LIMIT procedure.

The function of the LIMIT command is to force documents in a Set to meet certain criteria. But first, in order to LIMIT Set membership, you must have a Set.

```
◆S CAREER EDUCATION/E
SET    1        5351   RESUMES     CAREER EDUCATION/E
◆L 1/MAJ
SET    2        3965   RESUMES     1/MAJ
◆L 1/ED
SET    3        3802   RESUMES     1/ED
◆L 1/EJ
SET    4        1437   RESUMES     1/EJ
◆L 1/AVAIL
SET    5        5024   RESUMES     1/AVAIL
◆L 1/PD:74-77
SET    6        3232   RESUMES     1/PD:74-77
◆L 1/PD:66-73
SET    7        2110   RESUMES     1/PD:66-73
◆L 1/PT:C
SET    8         432   RESUMES     1/PT:C
◆L 1/ID
SET    9          60   RESUMES     1/ID
◆L 1/CM
SET   10          52   RESUMES     1/CM
◆L 1/AD:12/76-12/77
SET   11         846   RESUMES     1/AD:12/76-12/77
◆
```

Set 1: ERIC and FIDO documents labeled with the Descriptor Career Education.

Set 2: documents labeled with Career Education as a MAJOR Descriptor.

Set 3: non-journal ERIC Documents (from Resources in Education).

Set 4: ERIC Educational Journal documents (from Current Index to Journals in Education).

Set 5: documents which are either in journals or are available in microfiche. The remainder are presumed to be copyrighted.

Set 6: documents which have a Publication Date of 1974 through 1977.

Set 7: documents which have a Publication Date of 1966 through 1973.

Set 8: documents labeled with Publication Type C. (See Appendix D for complete listing of Pub Types.)

Set 9: FIDO (ID) documents.

Set 10: Curriculum Guide (CM) documents.

Set 11: documents added (ADD DATE) to the ERIC system between 12/76 and 12/77; also non-ERIC documents added to COSMOS between these same dates.

SPECIAL NOTE: It is extremely unwise to LIMIT grade level Descriptors to MAJOR because most ERIC indexers do not assign MAJOR status to leveling terms.

```
COMBINE          $          ) You may use any of                    COMBINE
                 C          ) these options in the
                 COMBINE    ) COMBINE procedure
```

When you use the COMBINE command, you will be employing the concept of boolean logic, a formidable sounding term which you will not find difficult to understand. In using the COMBINE command, Sets you have already created will be separated by one or more of the following:

Symbol	Operation
+	OR
*	AND
-	NOT

```
SETS USED
SET     RESUMES      NAME
  1        1135      MATHEMATICS INSTRUCTION/E
  2        4792      MATHEMATICS EDUCATION/E
  3        1965      PRIMARY EDUCATION/E
  4       11207      ELEMENTARY EDUCATION/E
  5         578      (1+2)*(3+4)
  6        3031      PROGRAMED INSTRUCTION/E
  7         573      5-6

*
```

The Set description 1+2 means that any citation containing Descriptor 1 OR Descriptor 2 will be combined into a new Set. This symbol is used to broaden the scope of a search by grouping similar terms such as Mathematics Education OR Mathematics Instruction.

The Set description 1*2 means that any citation retrieved must contain both terms 1 AND 2. This operator is used to narrow the scope of a search by requiring the common occurrence of several Descriptors such as Mathematics Education AND Mathematics Instruction.

Complex Set descriptions can be entered by the use of parentheses; e.g., (1+2)*(3+4). An example of such an expression is that containing (Mathematics Education OR Mathematics Instruction) AND (Primary Education OR Elementary Education). All returned items must contain at least one term from each parenthetical expression.

At the conclusion of each COMBINE command, the computer assigns a Set number to the results, indicates the number of documents in the Set, and shows a description of the Sets which were combined to achieve the results.

If a term is to be excluded from the search, the NOT (-) relationship may be used in any COMBINE expression. Above is an example where Mathematics Instruction OR Mathematics Education were ANDed (or cross-referenced) with Primary Education OR Elementary Education. Then Programed Instruction was excluded from the search through the use of NOT. The documents in Set 7 MUST by definition have either the Descriptor Mathematics Education OR Mathematics Instruction AND either Primary Education OR Primary Education, and it may not have the Descriptor Programed Instruction. Through this process, 5 resumes were eliminated from the final Set (7).

COMBINE
(continued)

You may also combine multiple sets thusly: C 1-10/+ which means OR together and give me a total of all the documents in Sets 1+2+3+4+5+6+7+8+9+10. Don't forget /+ at the end of this command or you will be subtracting (or NOTting) Set 10 from Set 1.

HELP	?)	You may use any of
	F)	these options in the
	HELP)	HELP procedure.

HELP is designed to HELP (Surprise!). Three of the HELP commands require slashes:

1. H/NEWS will provide you with updated, interesting tidbits about SMERC and COSMOS. Try to get in the habit of checking this regularly.

```
•H/NEWS
5/19/78..ERIC (ON COSMOS) IS CURRENT THROUGH APRIL 78 WITH THE
         EXCEPTION OF FEBRUARY 78 RIE (BAD TAPE FROM CENTRAL ERIC).
5/4/78...PLEASE, PLEASE DO NOT CREATE DOZENS AND DOZENS OF LARGE
         SETS.  VIOLATORS WILL BE GOSSIPPED ABOUT.
5/19/78..THE NEXT UPDATE WILL PROBABLY OCCUR THE WEEK END OF JUNE
         3 AND 4 WHICH WILL MAKE COSMOS CURRENT THROUGH MAY, 78,
         INCLUDING THE FEBRUARY RIE, PLUS ADDITIONAL FIDO & CM
         DOCUMENTS.
5/4/78...THERE WILL BE A BEGINNING LINKING AGENT TRAINING SESSION
         ON AUGUST 28 & 29, AND A COSMOS TRAINING SESSION ON
         AUGUST 30 & 31.  MORE ON THESE LATER.
5/4/78...THE COLE PROGRAMMED GUIDE AND THE CLAY COSMOS MANUAL ARE
         STILL BEING REVISED.  SORRY FOR THE DELAY.
5/5/78...THERE ARE SOME NEW DESCRIPTORS IN THE THESAURUS (AND CONSE-
         QUENTLY NEW RELATED TERMS) WHICH ARE NOT REFLECTED IN COSMOS
         "RELATE" BECAUSE THEY ARE NOT REFLECTED IN THE ERIC TAPES.
         HEAVIEST CHANGES ARE IN RACIAL TERMS--BLACKS, REVERSE
         DISCRIMINATION, ETC.  TAKE CARE WHEN SEARCHING.
5/19/78..NO MORE NEWS...KEEP CHECKING IN.

•
```

2. H/FORMAT will remind you what information is contained in Formats A, B, C, D, and E. (See Appendix B for complete samples.)

```
•H/FORMAT

FORMAT:     THE VARIOUS POSSIBLE FORMATS FOR THE DISPLAY, TYPE, AND PRINT
            COMMANDS.

FORMAT A:       ACCESSION#              FORMAT B:       ACCESSION#
                                                        TITLE

FORMAT C:       ACCESSION #             FORMAT D:       ACCESSION#
                TITLE                                   TITLE
                AUTHOR                                  AUTHOR
                JOURNAL CITATION                        JOURNAL CITATION
                                                        DESCRIPTORS

FORMAT E:       ACCESSION#              CLEARING HOUSE ACCESSION#
                TITLE                   AUTHOR
                JOURNAL CITATION        DATE ADDED TO ERIC
                PUBLICATION DATE        PUBLICATION TYPE
                EDRS PRICE              DESCRIPTIVE NOTE
                AVAILABILITY            REPORT#
                CONTRACT#               GRANT#
                PROJECT#                SPONSORING AGENCY
                INSTITUTION NAME        DESCRIPTORS
                IDENTIFIERS             ABSTRACT
```

HELP
(continued)

3. H/CONTROL will give you information on the CONTROL KEYS. Please ignore the Control R which was significant for the ADDS 580 terminal, but which is now obsolete.

```
◆H/CONTROL

CONTROL:      THE VARIOUS CONTROL KEY FEATURES ARE DESCRIBED HERE.
              TO USE THEM YOU DEPRESS THE KEY LABELLED "CONTROL" AND THE
              "C", "D", "Q", "R", "S", OR "U" KEY SIMULTANEOUSLY.

CONTROL-C     USED TO ABORT WHATEVER COSMOS IS DOING.  WILL RETURN YOU TO
              THE ◆ PROMPT.
CONTROL-D     STOPS A SCREEN DISPLAY ENTIRELY. THE ◆ PROMPT WILL NOT APPEAR.
CONTROL-Q     STARTS A SCREEN DISPLAY AFTER BEING STOPPED TEMPORARILY BY
              THE CONTROL-S.
CONTROL-R     CAUSES THE COMMAND YOU ARE IN THE PROCESS OF ENTERING TO BE
              DISPLAYED ON THE TERMINAL JUST AS THE COMPUTER UNDERSTANDS IT.
CONTROL-S     CAUSES THE SCREEN DISPLAY TO STOP SO YOU MAY READ IT.  MUST BE
              FOLLOWED BY A CONTROL-Q, OR CONTROL-D OR YOU'LL NEVER
              SEE ANY SUBSEQUENT RESPONSES FROM COSMOS.
CONTROL-U     ALLOWS YOU TO RESTART A COMMAND AS THOUGH YOU HAD PREVIOUSLY
              ENTERED NOTHING AT ALL.  THE ◆ PROMPT WILL NOT REAPPEAR.

◆
```

All other HELP commands require a space, rather than a slash. For example: H C will give you information on the COMBINE command. Following are the possibilities:

B = BEGIN
C = COMBINE
D = DISPLAY
E = EXPAND
F = FILE
H = HELP
L = LIMIT
M = MESSAGE
N = NEW PAGE
O = OLD PAGE
P = PRINT
Q = QUIT
S = SELECT
T = TYPE
U = USED

These commands are, obviously, explained more fully throughout this manual, and if cost of telephone charges and/or computer time charges are significant, it would behoove you to use this manual rather than online time for mind-jogging.

DISPLAY %) You may use any of DISPLAY
D) these options in the
DISPLAY) DISPLAY procedure

The DISPLAY command causes resume information to appear on your CRT screen. Its purpose is to allow you to look at the contents of the Sets you have created, or to display specific documents (whose accession numbers you know) on the screen. In the following search, let's assume that you want to look at the titles of the first 3 documents in Set 5 to determine whether or not you are on the right track:

```
SET   1      11207   RESUMES    ELEMENTARY EDUCATION/E

SET   2       1965   RESUMES    PRIMARY EDUCATION/E

SET   3       4792   RESUMES    MATHEMATICS EDUCATION/E

SET   4       1135   RESUMES    MATHEMATICS INSTRUCTION/E

SET   5        578   RESUMES    (1+2)*(3+4)
```

This is done by: D 5/B/1-3 wherein D=DISPLAY, B=FORMAT B, and 1-3 = first 3 documents, which results in:

```
*D 5/B/1-3

SET  5/1-3
1 OF 3
EJ172643
MATHEMATICAL CONCEPTS AND LANGUAGE 1937-1977


2 OF 3
EJ172434
RESEARCH ON PROBLEM SOLVING: IMPLICATIONS FOR ELEMENTARY SCHOOL
  CLASSROOMS


3 OF 3
EJ170533
EVALUATION OF AN INTERDISCIPLINARY, PROBLEM SOLVING CURRICULUM IN
  ELEMENTARY SCIENCE AND MATHEMATICS


*
```

DISPLAY
(continued)

Other FORMAT options are:

A = Accession numbers only
B = Accession numbers + Title
C = " " " + Citation Information
D = " " " " " + Descriptors
E = " " " " " " + Abstract

Examples of all formats are contained in Appendix B, Page 46.

Following are a few examples of DISPLAY:

Display 5 = Display all items in Set 5 (Format D is assumed by COSMOS)

Display 5/E = Display all items in Set 5 in Format E

Display 5/E/10-15 = Display the 10th through 15th item in Set 5 in Format E

Display 5/A = Display all items in Set 5 in Format A

SOME ITEMS TO REMEMBER:

1. 2 Control C's will stop the DISPLAY and return the asterisk to you.
2. If the format is not specified, Format D is assumed.
3. If the item range is not specified, all items will be assumed, WITH THE FOLLOWING EXCEPTION:

   If you are working in Formats C, D, or E, the first 50 items will be assumed.

CHAINING is simply a method of stringing together more than one legal COSMOS command on the same line and hitting only one carriage return or NEW LINE (at the end of the string) to indicate completion. The element which strings together COSMOS commands is the semicolon. Here's an example:

```
•S CAREER EDUCATION/E;S TEACHER EDUCATION/E;L 1/MAJ;L 2/MAJ
SET    1        5351    RESUMES     CAREER EDUCATION/E

SET    2       12730    RESUMES     TEACHER EDUCATION/E

SET    3        3965    RESUMES     1/MAJ

SET    4        7429    RESUMES     2/MAJ

•
```

Commands are executed on a first-come-first-serve basis. In the example above, the two SELECT commands would be executed first.

Approximately 200 characters and spaces may be strung together--2½ lines or so.

USED	@	)	You may use any of	USED
	U	)	these options in the	
	USED	)	USED procedure	

This command will list on your screen all sets created thus far, with a description of the sets. For example:

```
◆U

SETS USED
SET    RESUMES      NAME
  1       4229      ENVIRONMENTAL EDUCATION/E
  2      32907      ELEM
  3       5500      JRHI
  4      18171      GUIDES
  5        419      1◆(2+3)◆4
  6       3132      1/MAJ
  7      10891      4/MAJ
  8        226      6◆(2+3)◆7

◆
```

The SMERC staff sometimes refers to this command as Displaying Set History, a throwback to our Lockheed/DIALOG searching days.

PRINT	&	)	You may use any of	PRINT
	P	)	these options in the	
	PRINT	)	PRINT procedure.	

The PRINT command is formatted in the same manner as DISPLAY. The PRINT command must be followed by the desired format and desired range of resumes. For example:

```
P 8/E/1-75

GROUP P1  SET 8/E/1-75   SET NAME: 6◆(2+3)◆7

◆
```

This indicates that the 75 resumes in Set 8 should be PRINTed in Format E. The range need not be specified if there are fewer than 50 resumes in the desired Set. For example: P 4/E will automatically PRINT all resumes in Set 4 if there are 50 or fewer.

```
SET   1        3132   RESUMES     ENVIRONMENTAL EDUCATION/E,M

SET 2         32907   RESUMES     ELEM

SET 3         18171   RESUMES     GUIDES

SET   4         265   RESUMES     1◆2◆3

◆P 4/E

GROUP P1  SET 4/E/1-50   SET NAME: 1◆2◆3
```

Following are a few examples of PRINT:

1. PRINT 4 = PRINT all items (up to 50) in Set 4 (Format D is assumed).
2. PRINT 6/E/51-100 = PRINT items 51-100 in Set 6 in Format E.
3. PRINT 6/D = PRINT all items (up to 50) in Set 6 in Format D.
4. PRINT 6/A = PRINT all items in Set 6 in Format A. (All items are assumed when Format A or B is specified.)

SOME ITEMS TO REMEMBER: (see next page)

SOME ITEMS TO REMEMBER:

1. If you PRINT by mistake, and the computer responds:

```
P 4/E

GROUP P2  SET 4/E/1-50   SET NAME: 1◆2◆3
```

you may DELETE the PRINT command by P (print group #)/KILL

```
◆P P2/KILL
PRINT GROUP  P2 KILLED
```

2. The computer will print only the first 50 items in a Set (unless specifically requested to do otherwise) as a safeguard against erroneously printing massive amounts of material.

3. If the Format is not specified, Format D is assumed.

4. If the item range is not specified, the first 50 items will be PRINTed, with the following exceptions: All items will be PRINTed if Formats A or B are specified.

5. If you do a super search and want two copies of the printout--one for your client and one for your files--you may print the same information twice, remembering to do a Q in between PRINTing. For example:

   P 4/E

   Q

   P 4/E

6. TAKE CARE! If you print the first 50 resumes in a large set you could end up with only journal articles because resumes are filed in COSMOS in the following order: ERIC/CIJE, ERIC/RIE, FIDO, Curriculum Guides and other non-ERIC documents.

TYPE !) You may use any of TYPE
T) these options in the
TYPE) TYPE procedure

The TYPE command is formatted in the same manner as the DISPLAY or PRINT and is normally used to print accession numbers, or a few titles, or an abstract of a document on the printer, especially if the search is a rush, and you cannot wait for a printout. An example:

```
SET   1          361   RESUMES      HOME ECONOMICS/E

•T 1/B/1-4

SET1/1-4
1 OF 4
EJ171136
FHA/HERO SERVES BOYS TOO


2 OF 4
EJ171081
THE TEACHING OF HOME ECONOMICS IN SECONDARY SCHOOLS IN NIGERIA


3 OF 4
EJ171080
TEACHING HOME ECONOMICS ON A LOW BUDGET


4 OF 4
EJ171079
THE GROWING ALCOHOL PROBLEM AMONG TEENS: WHAT NEEDS TO BE DONE IN THE
  CLASSROOM?
```

SOME ITEMS TO REMEMBER:

1. Two Control C's will stop the TYPE and will return the asterisk to you.
2. If the Format is not specified, Format D is assumed.
3. If the item range is not specified, the first 50 items will be TYPED, with the following exceptions: All items will be TYPED if Formats A or B are specified.
4. The TYPE command, like the DISPLAY and PRINT commands, requires the following format:

   Command Set#/Format/Range

FILE	[	) You may use any of	FILE
	F	) these options in the	
	FILE	) FILE procedure	

The FILE command is used to gather together documents labeled with like Descriptors in order to re-use the results in subsequent searches. We call this gathering of documents Search Saves. The most commonly used Search Saves are "levelers" or grade level Search Saves.

To create a Search Save, simply BEGIN your search in the normal manner with Set #1, SELECT all terms you wish to use, COMBINE the results in the normal manner; give your Search Save a name of up to 6 alpha characters (ELEM is used for the following example); and FILE it away thusly:

```
S KINDERGARTEN/E
S KINDERGARTEN CHILDREN/E
S EARLY CHILDHOOD EDUCATION/E
S INTERMEDIATE GRADES/E
S GRADE 1/E
S GRADE 2/E
S GRADE 3/E
S GRADE 4/E
S GRADE 5/E
S GRADE 6/E
S PRIMARY GRADES/E
S PRIMARY EDUCATION/E
S ELEMENTARY SCHOOLS/E
S ELEMENTARY GRADES/E
S ELEMENTARY SCHOOL STUDENTS/E
S ELEMENTARY SCHOOL CURRICULUM/E
S ELEMENTARY EDUCATION/E
C 1-17/+

*
F ELEM/SAVE
```

If you would like to see what terms are included in an already-created Search Save, you must: F Name of Search Save/LIST. The example to the right again uses ELEM.

```
*F ELEM/LIST

SEARCH SAVE ELEM

S KINDERGARTEN/E
S KINDERGARTEN CHILDREN/E
S EARLY CHILDHOOD EDUCATION/E
S INTERMEDIATE GRADES/E
S GRADE 1/E
S GRADE 2/E
S GRADE 3/E
S GRADE 4/E
S GRADE 5/E
S GRADE 6/E
S PRIMARY GRADES/E
S PRIMARY EDUCATION/E
S ELEMENTARY SCHOOLS/E
S ELEMENTARY GRADES/E
S ELEMENTARY SCHOOL STUDENTS/E
S ELEMENTARY SCHOOL CURRICULUM/E
S ELEMENTARY EDUCATION/E
C 1-17/+
```

FILE
(continued)

To find out what Search Saves have been created by the SMERC staff, do F/LIST, which will result in:

```
F/LIST

SEARCH SAVES AVAILABLE

SEARCH     CREATED
 SAVE        BY
JRHI        SMERC
RESCH       SMERC
SECOND      SMERC
ACTIV       SMERC
FOUND       SMERC
LNGCTR      SMERC
PROCON      SMERC
ELEM        SMERC
GUIDES      SMERC
ALTERN      SMERC
DISMGT      SMERC
INSVCE      SMERC
SPECED      SMERC
TESTS       SMERC
PRIMY       SMERC
ECE         SMERC
HIGHED      SMERC
SEQ         SMERC
COMPCY      SMERC
LAPS        SMERC
GIFTED      SMERC
CALIF       SMERC
CLASS       SMERC
INSTR       SMERC
ORIGR       SMERC
PROGS       SMERC
INFO        SMERC

•
```

Brief Description of Contents

... Junior High Schools
... Research
... Secondary Schools
... Activities
... Foundations -- Private Organizations
... Learning Centers
... Pros & Cons -- Advantages & Disadvantages
... Elementary Schools
... Curriculum Guides -- Teaching Guides
... Alternative Schools
... District Management
... Inservice Education
... Special Education
... Tests
... Primary Schools
... Early Childhood Education
... Higher Education
... Sequential Learning
... Competency Based Education
... Learning Activity Packages
... Gifted
... California
... Classified Personnel
... Classroom Instruction (huge Search Save)
... Original Research (huge Search Save)
... Information (Research Reviews/Conferences, etc.--huge)

Search Saves take up valuable disc storage space, so if you anticipate no further need for a particular Search Save, you may DELETE it by: F Name of Search Save/DELETE

```
•F ELEM/DELETE

DELETE SAVED SEARCH ELEM  ?  NO
```

You will notice that you are then asked by COSMOS if you want that particular Search Save DELETED. In the above case, I then typed in NO. This is a safeguard against accidentally DELETing a Search Save.

FILE
(continued)

To use a Search Save (finally), simply F Name of Search Save/GET. The Elementary level Search Save (in this case) will be assigned a Set number for use in cross-referencing with other search elements.

SPECIAL NOTE: It is extremely unwise (if not downright dumb) to LIMIT grade levels (or grade level Search Saves) to MAJOR because most ERIC indexers do not assign MAJOR status to leveling terms.

Review of FILE Command

F/List	Lists all search saves created by SMERC
F Elem/Save	Saves sets of information for re-use
F Elem/Get	Recalls search save for re-use
F Elem/List	Lists all Descriptors used to create specified Search Save
F Elem/Delete	Deletes Search Save

****

PAGE

N = NEW

O = OLD

N - To display the next screen of information (if any is available), when the current display is the result of an EXPAND or RELATE command, simply enter NEW or N.

O - This command will display a previous screen of information (if any is available) after an EXPAND or RELATE.

To send a message to another COSMOS user, or just to discover who is using COSMOS at the moment (called snooping), we use the MESSAGE command:

M/LIST, or M/L

```
◆M/L

CURRENT USERS
TTY#      SITE CODE    SEARCHER
TTY60      ALASKA      JOHN
TTY6       SMERC       CLAY
◆
```

At this moment, only John (TTY60) and Clay (TTY6) are using COSMOS. At this point a message was sent to TTY60 thusly:

```
◆M TTY60/IS IS SNOWING IN ANCHORAGE????
```

This message was received by TTY60, who then had the option of responding with a message. In this case, the response was:

```
;;TTY60 : - HOW THE HELL SHOULD I KNOW?
```

since TTY60 is not in Anchorage, but in Juneau.

HOWEVER, if you get no response from TTY60 it is probably because the TTY60 operator (in this case John) is leafing through this manual trying to discover how to respond to messages.

RECAP: M/L gives you a list (with TTY#) of current COSMOS users. Once you know the TTY# of the desired recipient of your message, you send a message:

M TTY#/Your message

QUIT	=	) You may use any of	QUIT
	Q	) these options in the	
	QUIT	) QUIT procedure	

QUIT terminates a search. There are two ways to QUIT: (1) Q, and (2) Q/L.

The Q terminates the search and causes any PRINT groups to be set aside for PRINTing. At this point a new search may begin by either B or B/Z. Please return the Set number to ZERO (as in B/Z) whenever possible in order to avoid overloading disc storage.

Q/L should be entered when you are finished searching for the day (or for a prolonged period of time). Q = QUIT; L = LOGOFF

Before turning your terminal off, be sure to use the Q/L version of QUIT, and allow the computer to return to you 4 lines of information:

```
*Q/L
07/05/78  11:03:31  SEARCH ENDED BY CLAY
JOB 19  USER [17,11]  LOGGED OFF TTY60    1103  5-JUL-78
SAVED ALL FILES (20 BLOCKS)
RUNTIME 5.96 SEC
```

***** PLEASE NOTE *****

1. If you don't allow for the above final message, COSMOS will think you are still searching the system, and when he is confused he continues charging you. You are also unable to receive messages from people who think you are still logged into COSMOS. So take care.

2. After finishing a search, always do a Q (or Q/L) before a B (or B/Z).

3. If you wait and wait for the final message, and it never appears, it might be that most coincidental of coincidences that you were cut off just as you were logging off, in which case you may or may not be legally logged off. To make sure COSMOS knows you are genuinely (and purposely) out of the system, log on again and log off properly, allowing for the final message.

FULL-TEXT SEARCHING

Volumes can, have been, and should be written about full-text searching. For the purposes of this manual, however, you will be told the rudiments of the process--the how-to's--but the when's and why's will be left mostly to in-person training sessions.

Full-text searching allows the computer operator to search for the occurrence of a series of words, any particular word, or any portion of a word in full-textable fields. A FIELD is any distinct and complete section of a citation, such as Abstract, Title, Author, etc. (See Appendix C, Page 47, for a complete list of full-textable fields in COSMOS.)

The full-text (sometimes called free-text) capability is a particularly powerful one and should be used only when there is no acceptable ERIC Descriptor or Identifier available. Indiscriminate use of full-texting results in many "false drops"--i.e. extraneous, unrelated documents which contain the word, word fragment, or phrase which has been full-texted, but not the desired sense or context of the word. When the controlled vocabulary of the ERIC Thesaurus does not apply, full-text searching may be used effectively. Examples of the many legitimate inquiries into the data base which have no exact or meaningful ERIC Thesaurus Descriptors as equivalents are:

brain spurts
disaster programs
scope and sequence
movement education
movement exploration

AND HUNDREDS MORE . . .

In addition to the use of full-texting just described, this technique can be used effectively to bring a search into focus. For example, "emergency programs" is an ERIC Descriptor; "disaster" is not. If one of your clients is interested in emergency programs which involve disaster, you could either call the fire department or cross (COMBINE) the full-texted word "disaster" with the ERIC Descriptor "Emergency Programs." Hopefully COSMOS would give you a response before disaster actually struck.

NOTE: Sets created from full-text searching cannot be limited to MAJORS, since only ERIC Descriptors and Identifiers can be limited to their MAJOR occurrences.

Following is a motley collection of full-text commands, which can be used only with the EXPAND and SELECT commands. You will notice the occasional use of a question mark (?), which indicates "truncation," which means a cutting off of the rightmost character(s) in a character string. For example, I could truncate ENAMEL? and search for the full-texted occurrence of ENAMEL? which would turn up:

```
◆S ENAMEL?
CONSIDERING:ENAMEL
            ENAMELED
            ENAMELING
            ENAMELLING
            ENAMELS

SET   1          12   RESUMES     ENAMEL?
```

1. S DRUG?/TI

   Selects all documents which contain the word DRUG (by itself or with any suffix) in the Title field. Possible Switches here are:

AB = ABSTRACT	AU = AUTHOR
CO = CONTRACT	DE = DESCRIPTOR
GR = GRANT	ID = IDENTIFIER
IN = INSTITUTION NAME	PR = PROJECT NUMBER
RE = REPORT NUMBER	SP = SPONSORING AGENCY
TI = TITLE	

2. S DRUG?/TI,DE,ID,AB

   Selects all documents which contain the word DRUG (by itself or with any suffix) in the Title, Descriptor, Identifier, or Abstract fields. Any combination is possible.

3. S RAIN?

   This results in the following display:

```
*S RAIN?
CONSIDERING:RAIN
            RAINA
            RAINALD
            RAINBOW
            RAINBOWS
            RAINDANCE
            RAINDROP
            RAINE
            RAINEAR
            RAINER
            RAINES
            RAINEY
            RAINEYS
            RAINFALL
            RAINFOREST
            RAINIER
            RAINIEROUR
            RAINING
            RAINS
            RAINSBERRY
            RAINSBURY
            RAINSFORD
            RAINSHOWER
            RAINSTORM
            RAINSTORMS
25 WORDS SELECTED SO FAR - STOP THERE (S), CONTINUE (C), OR ABORT (A)?
```

   At this point you must insert S (STOP, I want this list and no more) or C (CONTINUE, I like what I see and want to see more) or A (ABORT, I have made a terrible mistake). If you STOP, the words selected so far will be added into a Set; if you CONTINUE, the next 25 words will be presented; if you ABORT, the asterisk (*) will be returned to you and you can continue searching.

NOTE: If you truncate 2 words (S SKIN? COLOR?) the same process will occur. The final result of this example would be that SKIN, SKINS, SKINNED, etc. and COLOR, COLORING, etc. will appear in that order (adjacent to one another) in any field.

NOTE AGAIN: The words which look strange are generally formed because COSMOS does not recognize hyphens or double dashes, and consequently removes them. For example the RAINIEROUR in the example on the previous page was created by the phrase, Mt. Rainier--Our only natural resource.

4. S SCOPE 1W SEQUENCE

Selects all documents which contain the words "scope" and "sequence" in that order and with not more than 1 intervening word. Obviously, the searcher would be looking for the phrase "scope and sequence" with this command.

NOTE: Stop words are words which have been omitted from the COSMOS data base because they are among the most frequently-occurring words in the English language, and because it has been found that they can be omitted from full-text searching with little loss in searching capability. The word "and" in the phrase "Scope and Sequence" is an example of a stop word. (See Appendix A, Page 45,for a complete list of stop words.)

See the following example:

```
◆S SCOPE AND SEQUENCE
STOP WORD FOUND IN PHRASE - PLEASE RE-ENTER USING 'W'
◆S SCOPE 1W SEQUENCE

SET   2          270   RESUMES      SCOPE 1W SEQUENCE
```

5. S NIGHT 2W IGUANA/TI

Selects all documents which contain "night," not more than 2 intervening words, and "iguana" in the Title field. The words will be in that order.

6. S DEPARTMENT 1W DEFENSE/TI,ID,SP

Selects all documents which contain "Department," not more than one intervening word, and "defense" in either the Title, Identifier, or Sponsoring Agency fields.

7. S SKIN COLOR/F,TI,AB

Selects all documents containing the words "skin" and "color" in any order in the Title or Abstract field. This command would locate documents entitled "Skin Color is Not Important," or a document with an abstract containing the phrase "the color of the skin does not affect . . .." It would not locate a document with the word "color" in the title and the word "skin" in the abstract.

NOTE: FIELD or F searches for the simultaneous occurrence of all the words indicated before it in the full-texted fields specified. The words can be in any order. If you omit F, you are demanding that the words occur in the order you specify.

FULL-TEXT SEARCHING
(continued)

8. S SKIN COLOR ATTITUDES/F,AB

   Selects all documents containing all 3 words--SKIN and COLOR and ATTITUDES--in any order in the Abstract field.

9. S MARI? IMPORT?/F,TI

   With use of truncation, this command could select documents entitled:

   Marijuana Importation--Legalize?
   Illegal Importation of Marijuana to Teenagers
   but also . . .
   The Importance of Marital Bliss

10. S TEACHER EDUCATION

    DO NOT USE THIS COMMAND IN THIS MANNER. WHY? Because Teacher Education is an ERIC Descriptor with thousands of postings. The above command will automatically full-text the adjacent words Teacher Education in all full-textable fields and will take several minutes to process. INSTEAD:

    S TEACHER EDUCATION/DE or TEACHER EDUCATION/E. The former (/DE) will select all documents labeled with a Descriptor of which Teacher Education is a part; e.g. Inservice Teacher Education. And COSMOS will process this much more rapidly than the full-texted version. The latter (/E) will select all documents labeled with the Descriptor Teacher Education only, and COSMOS will process this command at an extremely rapid rate.

11. E AMERICAN FEDERATION OF TEACHERS

    This EXPAND command will put the above phrase onto your screen surrounded with other alphabetically close phrases. COSMOS will EXPAND stop words, but will not SELECT them. You may use switches (ID,DE,AB,etc.) in an EXPAND command.

12. S HAND HELD CALCULATORS/F

    These words will appear in <u>any</u> order, in <u>any</u> field, but all in the <u>same</u> field.

13. S HAND HELD CALCULATORS

    These words will appear, <u>adjacent</u> to each other, in <u>any</u> field, but all in the <u>same</u> field.

CONTROL KEYS

The Control Key, located on the left side of your terminal keyboard, is used in combination with other keys to alter displays on the CRT. There are 6 of these combinations, three of which you will use frequently.

Control C -

a. Control C means that you hold down the Control button as you would the upper case shift key on a typewriter and depress C.

b. Use Control C prior to BEGINning a search. This clears the system, giving you a period (.) before LOGging in.

c. If you want to abort a command, 2 Control C's will stop the operation and return an asterisk to you so you can continue searching.

Control S -

This feature is used when the DISPLAY is passing too rapidly up the screen and you wish to stop the DISPLAY and read its contents.

Control Q -

The Control Q feature causes a display stopped by a Control S to be started again where it left off. All Control Key features call for holding down the Control button and depressing an accompanying key.

Control O -

Control O stops a display entirely but allows the computer center to continue processing unless you follow Control O with 2 Control C's. For example, if you DISPLAY a Set containing 50 documents in Format E, you probably won't want to wait for all 50 documents to parade up the screen before you go on to your next command, so merely do a Control O and the DISPLAY will stop. Then hold down the Control Key and press C twice to regain your asterisk.

Control U -

The Control U feature allows you to restart a command as though you had previously entered nothing at all. It is an alternative to backspacing and starting again.

Control T -

Control T simply lets you know if COSMOS is processing your command. (See TROUBLESHOOTING, Page 38, for a slightly fuller explanation.)

NOTE: If you had never heard of, or read about, Control O or Control U or Control T, your life would still be complete. They are mentioned only as options, or alternative ways of accomplishing the same things as other combinations of commands, or as "nice to knows."

A THUMBNAIL SKETCH OF COSMOS COMMANDS

Command	How to State	What it Does
Logging In	LOG #(To be assigned)	Wakes up COSMOS
Password	(To be assigned)	Allows searching to begin
Help	H Desired Command H/Control H/Format H/News	Explains information necessary to use the identified command
Begin	B Name/Site Code B Name B Name/Zero	Begins searching for the day Begins search; continues Set History Begins search; resets Set # to Zero
Expand	E word E Career Education/DE	Puts term into alphabetically-related index Puts term into alphabetically-related Descriptor field index
Relate	R Career Education	Puts term into conceptually-related index
Select	S Career Education/E	Selects the Exact Descriptor Career Education and assigns it a Set #
Combine	C Set#'s with +,*,-	Combines Sets
Limit	L Set#/criteria	Limits Sets to specified criteria (majors, etc.)
Display	D Set#/format/item range	Displays specified documents in specified format
Type	T Set#/format/item range	Types on low speed printer (terminette) specified documents in specified format
Print	P Set#/format/range P Print group#/Kill	Creates Print group Deletes Print group
File	F Search Title/Save F Search Title/Get F Search Title/Delete	Saves Sets of information for re-use Recalls search save for re-use; assigns Set # Deletes saved search
Quit	Q Q/L	Terminates search Logs off for the day
Message	M/LIST M Terminal#/Message	Provides list of COSMOS users (with terminal numbers) Sends message to another terminal
Used	U	Displays list of sets created (Display Set History)
New	N	Turns page forward
Old	O	Turns page backward
Control S	Depress Control Key & S	Interrupts display for slower reading (Control S must be followed by Control Q)
Control Q	Depress Control Key & Q	Continues display where it left off
Control U	Depress Control Key & U	Allows you to restart a command--if you change your mind or make an error and don't feel like back-spacing and typing over
Control O	Depress Control Key & O	Stops display, but allows computer center to continue processing--follow by 2 Control C's
Control T	Depress Control Key & T	Informs you if COSMOS is processing your commands
Control C	Depress Control Key & C	Clears system; aborts command; returns asterisk

TROUBLESHOOTING

A. COSMOS Acts Up

Sometimes COSMOS does not behave, and since kicking the terminal had not proved to be a particularly successful way of reprimanding him in the past, here are some things which indicate he is not well, and some things you can do to cure him:

CAUSE	COSMOS SAYS	REMEDY
Invalid Password	?LGNIET INVALID ENTRY - Try Again #	Do 2 Control C's and Log In again
You have probably hit the CR twice or accidentally hit the REPEAT button	WHAT? I DIDN'T HEAR YOU	Repeat Command
Unknown	.K/F ?Not a job	K/F - then 2 Control C's and Log In again
Forgot Site Code in initial BEGIN	SITE CODE MUST BE ENTERED IN INITIAL BEGIN	B NAME/SITE CODE
Probably--improper use of COMBINE	SUBSCRIPT VALUE GREATER THAN AMOUNT OF OCCURS LOBOL 10(435) ?LAST COBOL VERB CALLED FROM 056503 IN PROGRAM (COSMOS) EXIT .	RUN COSMOS--sometimes it is necessary to repeat this. COSMOS will say **WELCOME TO COSMOS** Then you must BEGIN again and you will be put back into the program where you left off.

B. HINTS

1. After entering your PASSWORD, allow time for COSMOS to ask you what terminal type you are using. Then allow time for COSMOS to welcome you to the system.

2. One of 4 commands will get you back into the program if you are EXITed.

   a. two Control C's
   b. RUN COSMOS
   c. CONT
   d. K/F followed by two Control C's

   It is difficult to say exactly when to use each of these "troubleshooting" commands--try all 4 if necessary. Often, if there is a (.) as a prompt instead of an (*), it will be necessary to LOGIN again. However, even if you LOGIN again, you should be put back into the program where you left off, losing nothing but a little time and your good humor.

C. CONTROL T

Occasionally you may sit and wait for a command to process, and wonder if you have been disconnected, or if COSMOS has crashed. A Control T will give you one of three responses:

1.
```
DAY: 14.01 RUN: 0.23 RD:15 WR:0 COSMOS 103+44P DS  PC:403277
FAULTS - IW: 1 NIW: 1 VIRT CORE: 105P+44P PAGE RATE: 6.87
INPUT WAIT FOR COS1:004SET.HDR[17,11] BLOCK 3
```

I won't attempt to explain all the numbers, but two or three lines of apparent gibberish means that COSMOS is processing, however slowly.

2.
```
DAY: 47.95 RUN: 1.58 RD:402 WR:23 COSMOS 103+44P TI  PC:401744
FAULTS - IW: 0 NIW: 5 VIRT CORE: 105P+44P PAGE RATE: 0.00
INPUT WAIT FOR TTY60:
```

This "input wait for TTY60 means that COSMOS is awaiting its next command. If you thought you had already given him a command, simply re-do it. It could also mean that a Control S was not followed by a Control Q. So do a Control Q.

3.

No response at all means COSMOS is down, or your connection has been disconnected. Do 2 Control C's, or re-dial, and try to LOGIN again.

D. SYSTEM STATUS

After you have dialed into COSMOS, but before you have logged in, occasionally check to see if you have old jobs around. We call this checking the SYSTEM STATUS, and the following page contains a step-by step analysis of how to do this.

```
SMCOE  603(4V) 03/14/78  08:35:23 TTY60 SYSTEM 1060
PLEASE LOGIN OR ATTACH

.SY[17,* (1)
17     17,11       6       COSMOS   93+44    TU          1:42
18     17,52      73       COSMOS   101+44   TI            22
19     17,11      DET      COSMOS   102+44.  TI             2

.KJOB
.ATTACH 19[17,11 (2)
PASSWORD: (3)

.^C
^C (4)

:LOG 17/11 (5)
?PLEASE KJOB OR DETACH

.K/F (6)
OTHER JOBS SAME PPN
JOB 19, USER [17,11]  LOGGED OFF TTY60     0835  10-JUL-78
ANOTHER JOB STILL LOGGED IN UNDER [17,11]
RUNTIME 2.97 SEC
```

After I dialed into COSMOS, there was a period (.). At this point I want to see if there are any DETACHED JOBS with my Log # (which is 17,11).

1. I typed in SY[17,* and COSMOS showed that Job 19 with my Log # (17,11) was DETached.
2. I typed in ATTACH 19[17,11
3. I typed in my PASSWORD
4. I did two Control C's.
5. I tried to LOGIN again and was told to KJOB OR DETACH
6. I did K/F
7. I LOGGED in again
8. I typed in my PASSWORD
9. I typed in my TERMINAL TYPE: OTHER
10. I began my search, and was put back into the system where I left off the day before
11. Since this was a demonstration and I didn't want to search, I did a Q/L.

```
.LOG 17/11 (7)
JOB 19 SMCOE  603(4V) 03/14/78   TTY60
PASSWORD: (8)
[LGNJSP OTHER JOBS SAME PPN:17]
0836    10-JUL-78        MON
VALID TERMINALS FOR COSMOS ARE:
        980      IS AN ADDS 980 TERMINAL
        580      IS AN ADDS 580 TERMINAL
        OTHER    IS ANY OTHER TERMINAL TYPE
ENTER TERMINAL TYPE PLEASE:OTHER (9)
     ** WELCOME TO COSMOS **
*B CLAY/SMERC (10)
RESTARTING WITH SET NUMBER 3
07/10/78  08:36:39  SEARCH STARTED BY CLAY
*Q/L
07/10/78  08:36:45  SEARCH ENDED BY CLAY (11)
JOB 19, USER [17,11]  LOGGED OFF TTY60     0836  10-JUL-78
ANOTHER JOB STILL LOGGED IN UNDER [17,11]
RUNTIME 2.89 SEC
```

CHECKING THE SYSTEM STATUS

E. ATTACHING TO A DETACHED JOB

The previous page shows you how to do a SYSTEM STATUS check to see if you are erroneously logged into COSMOS from some previous day. This page and the following three pages show you how to attach to a job when you get EXITed from the system, or if your telephone line goes dead.

If you are dialed into COSMOS, and are searching happily and successfully (especially if you have a large important audience), someone is bound to step on the phone line, or knock the phone off the desk, and disconnect you. At this point COSMOS thinks you are still LOGged in and will not only continue charging you for connect time, but will not let you back into the system unless you use a pseudonym. But if you LOGIN under an assumed name:

1. You will be charged for both searching times: (under your real name whom COSMOS considers still attached) and under your pseudonym.

2. You will lose all the sets you created under your real name.

3. And you could put a strain on the system which does not like confusion.

SO IT IS IMPORTANT TO ATTACH TO YOUR OLD JOB.

Following are three pages of rather poor print, but they give you detailed instructions for Attaching to a Detached Job.

F. DOUBLE LETTERS (for field users)

If you get double letters when using COSMOS:

1. Check to make sure your HALF DUPLEX button is UP.
2. If it is UP and you are getting double letters, type in TTY NO ECHO. This must be done before the LOGIN procedure, and will eliminate double letters.
3. Then type in your LOG# and your trail sheet will look like this:

```
.LOG #
JOB # SMCOE 603(2V) 07/10/78   TTY#
KKKKKKK
```

4. Type in PASSWORD

ATTACHING TO A DETACHED JOB **** SAMPLE 1

```
.LOG 17/11                                    (1)
JOB 17 SMCOE  603(4V) 03/14/78   TTY60
PASSWORD:                                     (2)
[LGNJSP OTHER JOBS SAME PPN:20]
1609     06-JUL-78        THUR
VALID TERMINALS FOR COSMOS ARE:
         980      IS AN ADDS 980 TERMINAL
         580      IS AN ADDS 580 TERMINAL
         OTHER    IS ANY OTHER TERMINAL TYPE
ENTER TERMINAL TYPE PLEASE:OTHER              (3)
     ** WELCOME TO COSMOS **
*B CLAY/SMERC                                 (4)
07/06/78  16:09:50  SEARCH STARTED BY CLAY
*S CAREER EDUCATION/E

SET   1         5351   RESUMES      CAREER EDUCATION/E

*S TEACHER EDUCATION/E                        (5)

SET   2        12730   RESUMES      TEACHER EDUCATION/E

*F ELEM/GET

SET 3          32907  Z%U:DPA                 (6)
SMCOE  603(4V) 03/14/78  16:12:16 TTY60 SYSTEM 1060
PLEASE LOGIN OR ATTACH

.LOG 17/11                                    (7)
JOB 19 SMCOE  603(4V) 03/14/78   TTY60
PASSWORD:                                     (8)
[LGNJSP OTHER JOBS SAME PPN:17]
1612     06-JUL-78        THUR
VALID TERMINALS FOR COSMOS ARE:
         980      IS AN ADDS 980 TERMINAL
         580      IS AN ADDS 580 TERMINAL
         OTHER    IS ANY OTHER TERMINAL TYPE
ENTER TERMINAL TYPE PLEASE:OTHER              (9)
     ** WELCOME TO COSMOS **
*B CLAY/SMERC                                 (10)
RESTARTING WITH SET NUMBER 4

 FILE COMMANDS-ENTERED [001ENTCMD] CANNOT BE OPENED ON DEVICE DSK

ENTER FAILED. (000003) FILE BEING MODIFIED
$ ERROR-NUMBER = 104040003                    (11)
LIBOL 10(435)

?LAST COBOL VERB CALLED FROM 021563 IN PROGRAM  [COSMOS]

EXIT

.^C                                           (12)
.^C

.ATTACH 17[17,11                              (13)
FROM JOB 19

.^C                                           (14)
.^C
```

A DETAILED ANALYSIS OF THIS example of Attaching to a Detached Job is on the next page.

```
.LOG 17/11 (15)
?PLEASE KJOB OR DETACH

.K/F (16)
OTHER JOBS SAME PPN
JOB 17, USER [17,11]  LOGGED OFF TTY60     1613  6-JUL-78
ANOTHER JOB STILL LOGGED IN UNDER [17,11]
RUNTIME 3.26 SEC
```

```
.LOG 17/11 (17)
JOB 17 SMCOE [605,4V] 03/14/78   TTY60
PASSWORD: (18)
[LGNJSP OTHER JOBS SAME PPN:19]
1613     06-JUL-78          THUR
VALID TERMINALS FOR COSMOS ARE:
        980      IS AN ADDS 980 TERMINAL
        580      IS AN ADDS 580 TERMINAL
        OTHER    IS ANY OTHER TERMINAL TYPE
ENTER TERMINAL TYPE PLEASE:OTHER (19)
     ** WELCOME TO COSMOS **
*B CLAY/SMERC (20)
RESTARTING WITH SET NUMBER 4
07/06/78  16:14:22  SEARCH STARTED BY CLAY
*U (21)

SETS USED
SET    RESUMES      NAME
  1       5351      CAREER EDUCATION/E
  2      12730      TEACHER EDUCATION/E
  3      32907      ELEM

*Q/L (22)
07/06/78  16:14:35  SEARCH ENDED BY CLAY
JOB 17, USER [17,11]  LOGGED OFF TTY60     1614  6-JUL-78
ANOTHER JOB STILL LOGGED IN UNDER [17,11]
RUNTIME 2.51 SEC
```

Be sure to use YOUR LOG #, YOUR PASSWORD, and YOUR SITE CODE when attaching to a detached job.

1. Logged in
2. Typed in PASSWORD
3. Typed in TERMINAL TYPE
4. Began Search, including Name and Site Code
5. Did some SELECTs
6. Disconnected
7. Tried to LOG IN without attaching
8. & 9. & 10. Got through BEGIN, but COSMOS already had a CLAY/SMERC searching.
11. SO I GOT EXITED (that's different from excited)
12. I did 2 CONTROL C's
13. I ATTACHED to my ORIGINAL Job # (Do not be fooled into trying to attach to the second Job #--that's the one that got me exited)
14. Did 2 more CONTROL C's.
15. Logged in
16. Was asked to KJOB or DETACH, which I did by K/F
17. Logged in
18. Typed in PASSWORD
19. Typed in TERMINAL TYPE
20. Began Search, including Name and Site Code
21. Asked to see what Sets had been USED to make sure nothing had been lost
22. Since this was a sample ATTACHING TO A DETACHED JOB, I was through so did Q/L.

ATTACHING TO A DETACHED JOB ***** SAMPLE 2

```
*.LOG 17/11                                    (1)
 JOB 14 SMCOE  603(4V) 03/14/78   TTY60
PASSWORD:                                      (2)
[LGNJSP OTHER JOBS SAME PPN:23,25,29,30]
1609     05-JUL-78        WED
VALID TERMINALS FOR COSMOS ARE:
         980      IS AN ADDS 980 TERMINAL
         580      IS AN ADDS 580 TERMINAL
         OTHER    IS ANY OTHER TERMINAL TYPE
ENTER TERMINAL TYPE PLEASE:OTHER               (3)
     ** WELCOME TO COSMOS **
*B CLAY/SMERC                                  (4)
07/05/78  16:09:57  SEARCH STARTED BY CLAY
*S ENVIRONMENTAL EDUCATION/E;S TEACHER EDUCATION/E;F ELEM/GET   (5)

SET   1          4229   RESUMES      ENVIRONMENTAL EDUCATION/E


SET   2         12730   RESUMES      TEAC -R20      (6)
SMCOE  603(4V) 03/14/78  16:12:12 TTY60 SYSTEM 1060
PLEASE LOGIN OR ATTACH

.ATTACH 14[17,11                               (7)
PASSWORD:                                      (8)

.LOG 17/11                                     (9)
?PLEASE TYPE ^C FIRST

.^C                                            (10)

^C

.LOG 17/11                                     (11)
?PLEASE KJOB OR DETACH

.K/F                                           (12)
OTHER JOBS SAME PPN
JOB 14, USER [17,11]  LI
ANOTHER JOB STILL LOGGE
RUNTIME 2.68 SEC
```

It looks complicated to ATTACH TO A DETACHED JOB, but COSMOS will lead you most of the way. AN EXAMPLE:

1. Logged in
2. Typed in PASSWORD
3. Typed in TERMINAL TYPE
4. Began Search, including Name and Site Code
5. Did some SELECTs
6. Disconnected
7. Attached to ASSIGNED JOB #
8. Typed in PASSWORD

9 & 10. Logged in--COSMOS asked me to Type in CONTROL C, which I did

11 & 12. Logged in--COSMOS asked me to KJOB or DETACH, which I did by K/F

13. Logged in
14. Typed in PASSWORD
15. Typed in TERMINAL TYPE
16. Began Search, including Name and Site Code
17. COSMOS returned me to where I left off with Set 4.

Be sure to use your LOG #, your PASSWORD, and your SITE CODE when attaching to a detached job.

```
.LOG 17/11                                     (13)
JOB 14 SMCOE  603(4V) 03/14/78   TTY60
PASSWORD:                                      (14)
[LGNJSP OTHER JOBS SAME PPN:23,25,29,30,32]
1612     05-JUL-78        WED
VALID TERMINALS FOR COSMOS ARE:
         980      IS AN ADDS 980 TERMINAL
         580      IS AN ADDS 580 TERMINAL
         OTHER    IS ANY OTHER TERMINAL TYPE
ENTER TERMINAL TYPE PLEASE:OTHER               (15)
     ** WELCOME TO COSMOS **
*B CLAY/SMERC                                  (16)
RESTARTING WITH 4                              (17)
07/05/78  16:13:     ARTED BY CLAY
*
```

E. REAL TROUBLE

If all else fails, and you have exhausted your repertoire of TROUBLESHOOTING expertise, there are human beings at SMERC who will be glad to help you. IF POSSIBLE, determine whether your trouble is hardware or software.

Hardware

1. If you get no computer tone when you dial COSMOS.
2. If you are searching happily and successfully and suddenly you get no response at all.
3. If the characters you type on your terminal do not show up on your screen.
4. If you need to know about compatibilities, phone lines, or anything of a technical nature.

Call Mack Green in San Mateo County's
Office of Information Systems
(415) 364-5600 X 2552

Software

1. If you get EXITed from COSMOS repeatedly
2. If you don't receive your printouts.
3. If your search results don't make sense to you.
4. If you need advice on search strategy/techniques/logic, or tea and sympathy.

Call Kathy Clay, SMERC
(415) 364-5600 X 4403

APPENDIX A -- STOP WORDS

The following list of words comprises all words not incorporated into the full-text searching feature by the COSMOS Data Base. They have been omitted because they are among the most frequent words in the English language and because it has been found that they can be omitted from full-text searching with little loss in searching capability to the user.

A	About	After	Again	All
Almost	Along	Also	Always	An
And	Another	Any	Are	Around
As	Asked	At	Away	Back
Be	Because	Been	Began	Below
Big	Both	But	By	Called
Came	Can	Come	Could	Did
Do	Does	Down	Each	Even
Every	Far	Find	For	Found
From	Get	Give	Go	Going
Good	Got	Great	Had	Has
Have	He	Help	Her	Here
Him	His	If	In	Into
Is	It	Its	Just	Keep
Last	Like	Long	Look	Looked
Made	Make	May	Me	Might
Miss	More	Most	Mr	Mrs
Ms	Much	Must	My	Never
Next	No	Not	Now	Of
Off	Often	On	Once	One
Only	Or	Other	Our	Out
Over	Own	Part	Put	Said
Same	Saw	Say	See	She
Should	Show	Side	So	Some
Still	Such	Take	Tell	Than
That	The	Their	Them	Then
There	These	They	Things	This
Those	To	Too	Took	Two
Under	Until	Up	Upon	Us
Used	Very	Want	Was	Way
We	Well	Went	Were	What
When	Where	Which	While	Who
Why	Will	With	Would	You
Your				

APPENDIX B PRINT FORMATS

Format

A

ED 142 635

B

ED 142 635
Goddard-Riverside Educational Camp Program, School Year 1975-1976.

C

ED 142 635
Goddard-Riverside Educational Camp Program, School Year 1975-1976.
Robin, Fay
PUB DATE: 76

D

ED 142 635
Goddard-Riverside Educational Camp Program, School Year 1975-1976.
Robin, Fay
PUB DATE: 76
DESCRIPTORS: *After School Centers/ Discovery Learning/ Elementary Education/ *Environmental Education/ *Language Skills/ *Program Evaluation/ *Resident Camp Programs

E

ED 142 635 UD 017 138
Goddard-Riverside Educational Camp Program, School Year 1975-1976.
Robin, Fay
PUB DATE: 76
ERIC DATE: 1277
PUB TYPE: K
EDRS PRICE: EDRS Price MF-$0.83 HC-$2.06 Plus Postage.
DESC NOTE: 31p./ New York City Board of Education Function No. 20-63428
INSTITUTION: New York City Board of Education, Brooklyn, N.Y. Office of Educational Evaluation.
DESCRIPTORS: *After School Centers/ Discovery Learning/ Elementary Education/ *Environmental Education/ *Language Skills/ *Program Evaluation/ *Resident Camp Programs
IDENTIFIERS: New York City Umbrella Programs

The Goddard-Riverside Educational Camp Program is a combination community center camp-city school program for New York City school children. Four hundred eighty fifth graders participated in the program. Groups of students with their teachers and program staff spent one week at the Goddard-Riverside Camp in upstate New York. As part of the program, extensive pre and post camp activities took place in the classroom and at cultural centers in New York City throughout the school year. This evaluation report concluded that participants in the program demonstrated significant increases in knowledge of scientific concepts. Significant improvement in written English was also achieved. Observations, interviews, and student journals were used as evidence that this program stimulated interests and motivated learning in natural sciences and other academic areas. A sample from the test used to measure progress is included in the appendix. (Author/JP)

APPENDIX C -- FULL-TEXTABLE FIELDS IN COSMOS

The following 11 fields may be full-text searched for requested words.

FIELD NAME	ABBREVIATION	FIELD NAME	ABBREVIATION
Abstract	AB	Author	AU
Contract	CO	Descriptor	DE
Grant	GR	Identifier	ID
Institution Name	IN	Project Number	PR
Report Number	RE	Sponsoring Agency	SP
Title	TI		

APPENDIX D -- PUBLICATION TYPES

A = Audiovisual/Nonprint Media; Audiovisual Aids; Films; Tape Recording; Phonotape Recordings; Computer Programs; etc.

B = Books; Monographs; Textbooks; Programmed Texts; etc. (Not otherwise classifiable)

C = Current Guides; Curriculum Materials; Teacher-Developed Materials; Laboratory Manuals

D = Directories; Membership Lists; Tables of Organization; Reference Works Dealing with Organizations/Institutions; etc.

G = Guides; Teaching Guides; Resource Guides; Study Guides; Administrative Guides; Leaders Guides; Manuals; Training Manuals

H = Legislation; Legislative Hearings; Legislative Reports; Congressional Documents, (Include both Federal and State Levels, Include National Commissions); Court Cases and Decisions (All Levels)

J = Journal Articles; Serials; Periodicals; Bulletins; Newsletters; Newspapers; etc.

K = Program/Project Descriptions; Implementation Efforts

L = Bibliographies, Annotated Bibliographies; Book Catalogs; Abstracts; Literature Reviews; Literature Searches/Guides, Book Lists; Book Reviews; Library Guides; Indexes (Locators); State-of-the-Art Reviews

M = Maps; Atlases; Gazetteers

N = Numerical and Statistical Tables; Quantitative Data and Analyses

O = Other

P = Proceedings; Conference Records/Minutes (Entire)

Q = Questionnaires; Tests; Measurement Devices; Evaluation Devices

R = Research Reports; Technical Reports; Studies

S = Speeches; Conference Reports; 'Papers Presented at...'; Verbal Presentations; (Not otherwise classifiable)

T = Theses; Dissertations

V = Dictionaries; Vocabularies; Glossaries; Thesauri

Y = Annual Reports; Yearbooks

ERIC Documents have been labeled with Publication Types since September, 1974. Consequently, LIMITing a search to a particular publication type automatically LIMITs your search to September, 1974 to present.

INDEX

Attaching to a Detached Job, 40-43
Begin, 6
Career Education Materials, 4
Chaining, 21
Combine, 15
Control Keys, 18,35
Costs, 1
Curriculum Guide Materials, 4
Display, 19
Display Set History (Used), 22
Double Letters, 40
ERIC, 3
Expand, 7
FIDO, 4
Fields, 12, 33, 34
File (Also Search Saves), 26
Formats, 17, 20, 46
Full-Textable Fields, 47
Full-Text Searching, 31
Grade Levels, 14, 26
Hardware Compatibility, 2
Hardware Trouble, 44
Help, 17
Learning Center Materials, 4
Limit, 14
Logon, 5
Logoff, 30
Massachusetts Curriculum Guide Materials, 4
Message, 29
Modem Compatibility, 2
New Screen, 7
News Command, 17
New Page, 28
Old Page, 28
Page (New and Old), 28
Print (and Print/Kill), 23, 24
Project Leadership Materials, 4
Publication Types, 48
Quit, 30
Relate, 13
Search Saves (Also File), 26
Select, 13
Stop Words, 33, 45
Switches, 10, 11, 12, 32
System Status, 38, 39
Tea & Sympathy (whom to call), 44
Terminal Adjustments, 5
Thesaurus, 9
Thumbnail Sketch of COSMOS Commands, 36
Title Searching, 33
Troubleshooting, 37
Truncation, 31, 32
Type, 25
UNIPACS, 4
Used (Display Set History), 22